



RECREATION COMMISSION

FYI

Minutes of Meeting

January 3, 2006 @ 7 PM

Acton Town Hall, Room 126

Recreation Commission members Mr. Ron Schlegel, Ms. Sasha O'Connell, Mr. Matthew Lundberg (arrived 7:40) and Ms. Michele Zaremba were present. Also present were Ms. Alison Trout, Recreation Director and Ms. Maura Haberman, Recreation Secretary, Ms. Alison Gallagher was absent.

Mr. Schlegel called the meeting to order at 7:05 p.m.

I. CITIZENS CONCERNS

There were no citizen concerns presented.

II. MINUTES

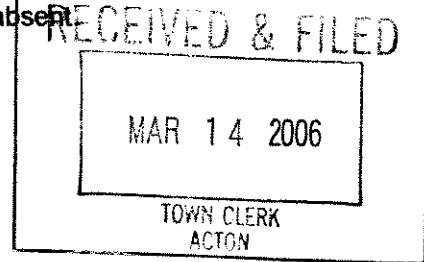
Minutes for December 6, 2005 were approved as written.

III. OPEN MEETING LAW

The Open Meeting Law Guidelines were distributed to the Recreation Commission for review. Ms. Trout informed the board this is a good review of Open Meeting policies. Ms. Trout reviewed page 9's example of how each committee reports as a committee (i.e., CPC) or sub-committee (i.e., Morrison Farm). Other points highlighted were quorum requirements and matters of official business regarding formal decisions and personal conversations between Commission members. Open policy allows that opinions can be made, and brought before the Commission for decisions via the meeting agenda. Other information discussed were off-line conversations which can not be placed in writing and may only be done verbally.

IV. ROLES OF THE RECREATION COMMISSION (moved agenda item to NARA Staffing (then resume back)

- A. **Roles:** The Commission feels their role for services they provide is prospective; they represent the people of the town, fields, leagues, policies and procedures that are run through the Recreation Department. Expand and maintain recreation facilities-both for private and user participant. The Commission allows citizens a chance to give input on what they would like to see for recreation. They establish needs that are unmet. The Recreation Commission keeps a balance.
- B. **Committees:** One committee that Ms. Trout would like to see a subcommittee formed would be for a playground committee and asked members if there could be someone to help form a committee which would make recommendations to the Recreation Department and Board of Selectman. This would also include budget requirements for anything that would go with routine maintenance and help with a Community Preservation application next year. Ms. O'Connell informed Ms. Trout that she would be happy to help once the 5K is done. Mr. Lundberg and Ms. O'Connell both feel that there will be people that will volunteer for the playground committee, in time. Mr. Lundberg and Ms. O'Connell will be working on the 5K. Mr. Schlegel will help Ms. O'Connell with getting a playground subcommittee formed. Ms. Trout would also like to see a field use subcommittee formed also, and that the field use subcommittee would be preference.
- C. **Attendance:** Ms. Trout wanted to discuss issues of not having a quorum if not enough members are in attendance. Mr. Schlegel gave a historical background on meeting scheduling and more-timely matters that are now talking place. Ms. Trout would like to see a policy placed for attendance. A suggestion by Mr. Lundberg was that members inform the Department by the Friday prior to Tuesday's meeting if they are unable to attend. Ms. O'Connell would like to see a policy put in place. Ms. Zaremba expressed her concerns that committee members are volunteers and that things come up in personal lives, e.g. travel and family. She didn't feel comfortable putting constraints on members. Mr. Lundberg agreed with Ms. Zaremba with many of her points and that some volunteers have overstretched themselves. Mr. Schlegel wasn't sure he is comfortable with a policy of three meetings missed, and you're off the Commission. He



expressed this should be more of a mechanism of calling ahead and rescheduling if need be. Mr. Lundberg would not be for a policy. Ms. O'Connell feels that attendance is the only place where she puts her perimeters. A draft of the attendance policy will be prepared for the Commission by Ms. Trout.

V. STAFFING-NARA PARK PROGRAM

Ms. Trout informed the Commission that Mr. Sperazzo (Anthony) will not be returning as the on-site Director at NARA Park. This position has been posted internally and Human Resources will be posting this job opening next week. At this point, the staff is 2/3 hired with a lot of returning employees bringing on board a lot of years of experience. Ms. O'Connell can post the on-site director position with Northeastern. Ms. Trout asked the Commission if they have any recommendations. She is currently working on all job descriptions for employees. A new Workreation program (aka CIT program) is being implemented and will have a fee of \$35 per two-week session, \$45 for three-week session. The CIT's will obtain on-site training; learn leadership along with teamwork which they can apply to the groups they will be working with. Mr. Schlegel brought up the volunteer hours which can be applied for the high school requirements. Ms. Trout has hired a Workreation (CIT) Director, Amanda Johansson.

VI. 5K UPDATE

Ms. O'Connell briefed what needs are to be done for the 5K; raise money and gain exposure for NARA Park. She distributed a 5K Issue List she prepared for discussion on how to approach this event. Technical issue is certification and sanctioning the run. Certification is \$30 and sanctioning is more costly i.e., 500 runners, \$300. Other items: course, theme, associated events (prizes), sponsorship/advertising, and other logistics. Ms. Zaremba agreed this would be a good event. Ms. Trout informed Commission that Family Fest (Acton Day replacement) will be held Saturday, August 26. The Committee liked having the event on August 26. Distances need to be worked-out for both the adults and kids races. Mr. Lundberg liked the idea of the "Run for the Beach," with busing runners back from NARA to starting point. Ms. Trout felt that certification would be the best route. Ms. Zaremba, Mr. Lundberg, and Mr. Schlegel all felt that certifying the race needs to be done. Mr. Lundberg and Ms. O'Connell were going to seek routes. Ms. O'Connell is going to check into a route using the high school. Ms. Zaremba will call the police department. Logistics need to be worked out.

VII. ANNUAL REPORT REVIEW

Ms. Trout gave a draft of the input for the Annual Report for the Commission to review. Mr. Schlegel updated the draft that Ms. Zaremba is the Vice Chair of the Recreation Commission. Minor revisions were suggested and Ms. Trout will edit them.

VIII. REPORTS

A. **Morrison Farm:** No report was discussed.

B. **CPC:** Mr. Lundberg reported that Ms. Trout did a wonderful presentation for the Twin Ball Fields application to the CPC. The Woodlands/Leary Field presentation had an interesting neighbor comment. The Elm Street basketball proposal was presented well. Tomorrow night is the Arboretum, but, Mr. Lundberg suspects it will not be well received in the meeting because \$253,000 is being requested when originally it was \$12,000 -15,000. Recreation project percentages of breakdowns for CPC applications received are only 26% with the Arboretum, and 15% without it. Mr. Lundberg thinks that all the Recreation Departments proposals look good for this year.

C. **NARA PARK SPECIAL EVENTS:**

No report at this time.

VIII. NEW BUSINESS DISCUSSION:

Ms. Trout distributed the "White Paper" and would like Commission members to look it over. Mr. Mullen had done this official document prior to a Recreation Department. This document helped start a Recreation Department. Ms. Trout would also like Commissioners to bring with them to the next meeting a mission statement that is short, clear, and concise.

The next meeting is scheduled for Tuesday, February 7, 2006. Room 126

The meeting adjourned at 8:50 p.m.



RECREATION COMMISSION

Minutes of Meeting

February 22, 2006 @ 7 PM

Acton Town Hall, Room 126

Recreation Commission members Ms. Sasha O'Connell, Ms. Alison Gallagher, and Mr. Matthew Lundberg was present. Also present was Ms. Alison Trout, Recreation Director. Ms. Michelle Zaremba and Mr. Schlegel were not present.

Mr. Lundberg called the meeting to order at 6:58 p.m.

This special Recreation Commission meeting was to address the new School Street revised phased project. Ms. Trout presented a revised phased addendum which she presented for the Commission's approval. Mr. Lundberg motioned to approve the revised School Street proposal in its entirety as presented to the CPC by Mr. Walter Foster on Thursday Feb 16, 2006. Motion was approved unanimously.

The meeting adjourned at 7:10 p.m.

